



**SOUTH DAKOTA 9-1-1 COORDINATION BOARD
MEETING MINUTES (DRAFT) FOR JULY 26, 2016**

VIA TELECONFERENCE

Board members present: Brown, DeNeui, Haines, Harding, Jaeger (joined at noon), McPeek, Miller, Reinesch, Rufledt, Sawvell, Serr

Board Members Absent:

Staff Present: Shawnie Rechtenbaugh (State 9-1-1 Coordinator)

Others present: Jenna Howell (DPS), Christy Hayes (GeoComm), Tony Mangan (DPS)

I. Call to Order and Roll Call

The meeting was called to order at 11:02am CDT by Rufledt. Roll call was taken and a quorum was present.

II. Approval of Agenda

Motion to approve the meeting agenda with changes noted.

Moved by: Harding Seconded by: Reinesch

Discussion: None

Roll call vote: 10 yeas, 0 nays. Motion Carried unanimously.

III. Approval of Meeting Minutes

Motion to approve the April 14, 2016 meeting minutes as presented.

Moved by: Brown Seconded by: McPeek

Discussion: None

Roll call vote: 10 yeas, 0 nays. Motion carried unanimously.

IV. Member Appointments

The board member terms for Ted Rufledt, Jr., Kelly Serr, Lee McPeek, and Vernon Brown were set to expire on June 30, 2016. Each of them expressed a willingness to serve another term. Reappointment was supported by each of their respective groups. Governor Dugaard reappointed each to another 3 year term.

V. NG911 Project Updates

A. GeoComm Project

Christy Hayes from GeoComm provided an update to the board. GeoComm has scheduled a web session for this Thursday to give the GIS folks from around the state a chance to ask questions and get an update on the state of the GIS project thus far. GeoComm is preparing to do another ALI/MSAG sync in the next couple weeks. They will be working with Comtech TCS to set some goals for the counties to work towards. We will have a timeline on that project really soon. The goal is to get the GIS data to 98-100% accuracy for when we begin to route calls in the NG911 system. GeoComm continues to get uploads from the counties and they review that data and turn around the results in at least 5 days. Rufledt mentioned we have counties, commercial vendors and the planning districts who handle the data for some areas of the state. We haven't gotten any new data from 1st district for the 13 counties that they serve. Overall for the project, we have generally had really good cooperation from all of the GIS contacts around the state and they have done their best to make it a priority. We are hoping 1st District will be able to provide some data soon. This is our

biggest concern at this time. Hayes went on to say, GIS data is critical for NG911 to work the way it is supposed to. In the past it was merely supplemental to the 911 system. This is no longer the case.

B. Network Users Group

Rechtenbaugh shared a copy of the Helpful Hints document and the CPE Deployment PSAP Quick view. The group has been working on the helpful hints document as more of them have gone through the cutover process. The CPE deployment quick view was just developed in the last month as suggested by the group as a tool that might be helpful to the PSAPs. The network users group meets via teleconference each month.

C. LR Kimball Contract Update

The LR Kimball contract for NG911 Project Management services ends on September 1, 2016. A draft amendment was provided to the board for review. It would exercise the two year renewal option in the contract extending the end date to Sept. 2018. Back in June I had visited with Kimball about stepping up their involvement level a bit more because as we are adding PSAPs it is getting busier and busier and things may begin to fall through the cracks. At the same time we are also digging deeper into the EISnet project. Sara Weston from Kimball has left her position. Barb Vos has taken over as the new project manager.

Motion to approve the Renewal and Amendment #1 to the LR Kimball contract.

Moved by: McPeck Seconded by: Miller

Discussion: None

Roll call vote: 9 yeas, 0 nays. (Harding stepped away from the phone, so did not vote) Motion carried unanimously.

D. Comtech TCS Project Update

xT911 installation: Rechtenbaugh reviewed the Comtech Project Update handout. Fourteen PSAPs have been cutover to the new phone system to date. Cuts are going very well. PSAPs have been very flexible and good to work with and we have had a consistent team from TCS as well.

PSAP service or equipment requests – We have received our first request from a PSAP for a change in services. We knew this would be something we would need a process for, however we hadn't fully developed the process until now. We have drafted an amendment to the Comtech contract which would allow for the PSAPs to move workstations or add additional workstations as they chose, but at the expense of the PSAP. Because the Comtech contract is with the state, they will not develop contracts or agreements with the individual PSAPs to address these requests. The draft payment agreement would be signed by the PSAP and the state to ensure the PSAP will pay for the services they have requested. The draft is currently being reviewed by Comtech TCS and once we are in agreement with the terms, Rechtenbaugh will bring the final documents for review and approval by the board.

VI. Surcharge Sunset

Secretary Jones and Rechtenbaugh plan to visit with the Governor's office in August about a potential bill to remove the surcharge sunset. The board has worked to pull together financial information about the impact of the surcharge sunset which would take effect 7-1-2018 and reduce the surcharge from \$1.25 to \$1.00.

VII. Annual Reports

A. 911 Financial Report Summary – Provided a copy of the summary report to the board.

- B. FCC Annual Report – This annual report was completed in June. A copy was included for the boards review. A national summary report will be published later in the year and that link will be shared with the board.
- C. Annual Report to the Governor – This report is in progress. Rechtenbaugh will work with Ruffedt and Serr to finalize the information.
- D. 911 National Profile Database – This is collected by the national 911 office. It is a web-based report that was completed in June.

VIII. Condition Statement and Collections Report

If you look at the condition statement, you will see the 2% prepaid revenue for June was \$175,799. The share of the \$1.25 surcharge which goes to the 911 Coordination Fund for June was \$218,097. Total balance in the 911 Coordination Fund is \$7,148,194. You will note the June 2% prepaid amount is actually two months of revenue. This is because the Department of Revenue transfer done in July is accrued forward and posts on the accounting system in June. June 2016 shows two deposits and the FY16 data then reflects 12 months of surcharge. So July will be a zero.

Comparably if you look at the Collections Report you will see these revenue amounts reflected under the April Remitted column. The first shaded grey line highlights the share of the \$1.25 surcharge and the second shaded grey line is the 2% prepaid revenue which both go to the 911 Coordination Fund.

Brown asked if we know why the line counts seem to fluctuate so much from month to month. Rechtenbaugh stated there isn't an easy answer to this question. It can be because of many different variables, such as if a company only remits quarterly instead of monthly as is required, if a company misses the monthly deadline then two months will show on the same monthly report, or if a few smaller companies remit late or early they can affect the line counts. From a statewide perspective it isn't usually just one thing affecting the line counts. So at the county level, it is easier for them to notice if they have seen a fluctuation in their line counts. If they have concerns they contact Alison Jares at the Department of Revenue to request that they explore the issue.

IX. Other Business

Next meeting date. We will cancel the August 11, 2016 board meeting which falls during Rally week. The next regularly scheduled meeting would be the Annual Meeting October 13th, in Pierre. This is a required face to face meeting. The 13th is the Meade cut over so I would recommend we select another date, possibly Oct. 6th or the 20th. If need be, we could do a conference call meeting in late August or September to address any items that can't wait until the October meeting. October 4-6th is the Municipal League meeting in Rapid City so that won't work for some board members. Rechtenbaugh will send a Doodle poll to find out which date works better for the board.

The Dakota 911 Conference is scheduled for September 20-22, 2016 in Spearfish at the Holiday Inn. The South Dakota NG911 project will be represented through two sessions on Wednesday. One session will focus on the Text to 9-1-1 solution that is part of the xT911 phone system we are installing statewide. There will be a demo of the text feature and we will spend time to provide education about text to 911 and the impact it has had in other areas of the nation where it has been deployed.

Rechtenbaugh attended the NENA Conference in Indianapolis, IN in June and was part of a panel presentation on the Interstate Playbook. This project is a collaborative effort with the National 911 Office,

ND, SD, MN, and Iowa state directors. We will be repeating this session at the APCO conference in Orlando, FL on August 14-18th.

DPS Staff Update. Ruffedt reported that Rechtenbaugh has been promoted to a new position within the Department of Public Safety. She will now be the Deputy Secretary. This is the first ever Deputy Secretary for the department. She will continue on as the State 911 Coordinator and take on this new role as well. Several members offered congratulations.

X. Public Comment

There was no public comment.

XI. Adjourn

Motion to adjourn the meeting.

Moved by: Harding Seconded by: McPeck

Discussion: None

Roll call vote: 11 yeas, 0 nays. Motion Carried unanimously.

Meeting adjourned at 12:32pm central time.